

MADERA COUNTY

DISTRICT ATTORNEY CHIEF CRIMINAL INVESTIGATOR

DEFINITION

Under general direction, to manage, supervise, and coordinate the functions and services of the District Attorney's Criminal Investigation Division; to perform criminal investigations, including the more complex and sensitive cases; to support prosecution of criminal matters; to prepare evidence and information for legal cases; to perform law enforcement and criminal prevention assignments; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manages, supervises, and coordinates the work of the District Attorney's Criminal Investigation Division; reviews, evaluates, and assigns cases to investigation staff; confers with the District Attorney in establishing and implementing office policy and in developing and implementing goals, objectives, policies, and priorities; confers with legal staff with respect to filing criminal complaints and subsequent case prosecutions; coordinates assigned services and activities with those of other divisions and outside agencies and organizations; evaluates and determines appropriate action for special investigation requests; attends prison parole hearings of special interest; investigates alleged police misconduct and other sensitive law enforcement cases; assists Grand Jury investigations upon request; plans, conducts, and evaluates public opinion polls; assists with determining change of venue needs; prepares and authenticates applications for extradition of fleeing felons; conducts sensitive investigations of alleged criminal conduct by public officials; performs the full range of comprehensive and complex criminal investigation assignments requiring detailed knowledge of investigation procedures, case preparation, and the policies and methods of the District Attorney's Office; performs crime scene investigation and analysis; provides advice and consultation on investigation problems and techniques to other staff; coordinates polygraph tests and analyses results; participates in the development and administration of the assigned budget(s) and in preparing budget requests and controlling expenditures; coordinates staff training in compliance with standard requirements; conducts applicant background investigations.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a District Attorney's Criminal Investigation division.
Principles and practices of budget development, preparation, and expenditure control.
Principles of supervision, training, and performance evaluation.
Basic principles and techniques of management and program administration.
Investigation procedures, techniques, procedures, and sources of information.
Principles of identification, preservation, and presentation of evidence.
Legal procedures and rules of evidence.
Recent court decisions on arrest procedures and the preservation and presentation of evidence.
Interviewing techniques, including effective methods of obtaining information from witnesses.
Witness protection and maintenance practices.
Principles and practices of law enforcement.
Laws of arrest and rules of evidence.
Crime detection and prevention techniques.
Care and operation of small firearms and other law enforcement equipment.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Manage, supervise, and coordinate the activities and operations of the District Attorney's Criminal Investigation Division.
Supervise, train, and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Participate in the development and preparation of the assigned budget and expenditure control.
Gather, assemble, analyze, and evaluate facts and evidence, drawing appropriate conclusions and making recommendations for the disposition of cases.
Perform the more complex and sensitive investigation assignments.
Secure information from witnesses, victims, and suspects.
Exercise restraint and judgment in emergency situations.

Ability to:

Maintain accurate case records.
Prepare clear, concise, and comprehensive reports.
Preserve and care for evidence.
Operate firearms safely and skillfully.
Effectively represent assigned programs and operations of the District Attorney's Criminal Investigation Division with the public, community organizations, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of comprehensive law enforcement investigative experience including two years in a District Attorney's Office comparable to that of a District Attorney Criminal Investigator with Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work and specialized training in law enforcement.

License or Certificate:

Possession of appropriate certification from the California Commission on Peace Officer Standards and Training.
Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 80 lbs.; exposure to cold, heat, noise, outdoors, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Special Requirements:

Essential duties require the following physical skills and work environment:

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

Effective Date: May, 1995